



State of Wisconsin  
**Homeland Security Council**

MAJ GEN AL WILKENING  
Homeland Security Advisor

Department of Military Affairs  
2400 Wright Street  
Madison, WI 53704  
608-242-3000

**Open Session Meeting Minutes**

**Department of Military Affairs  
Classroom 230**

**Monday, October 29, 2003  
9:05 a.m. – 11:09 a.m.**

**Members present:** Chair Major General Albert H. Wilkening (DMA), David Collins (WSP), Ed Gleason (WEM), Mike Metcalf (CapPol), Dave Steingraber (OJA), and Jim Warren (DCI).

**Members absent or excused:** Ken Baldwin (DHFS).

**Alternates present:** Tom Anderson (DHFS alternate), Christine Bacon (WEM alternate), and Steven Sell (WSP alternate).

**Others present:** Randi Milsap (DMA Legal Counsel), Lynn Rasmussen (DMA staff), William Clare (WEM staff), David Dziobkowski (DMA staff), Susan Buroker (DATCP), Dick Lorang (DATCP), Martin Henert (DATCP) and Barb Knapp (DATCP).

**Invited First Responders present via teleconference:** Chief Neil Cameron (Appleton Fire Department and Regional Response Team Network), Ken Korten Hof (Oneida County EM Director), Sheriff Kurt Heuer (Badger Sheriffs), Ben Schliesman (Kenosha County EM Director), and UW-Madison Police Chief Sue Reisling (Wisconsin Chiefs of Police President). Chief Keith Tveit (representing Wisconsin Fire Chiefs) was unable to be present for the teleconference.

**Quorum present.**

Chair Wilkening called the meeting to order at 9:05 a.m. Invited first responders were teleconferenced into the Council meeting from 9:05 a.m. to 10:08 a.m.

1. Review and approval of minutes of October 3, 2003 open session meeting minutes.

Chair Wilkening read the highlights of the minutes to the first responders. A motion was made by Ed Gleason and seconded by David Steingraber to approve the minutes from the October 3, 2003 open session meeting. The DHFS Representative abstained from voting because they were not present at the meeting. **Motion carried.** Randi Milsap recommended that the minutes be placed on the Wisconsin Homeland Security website. Ed Gleason volunteered to provide copies of the minutes to the first responders.

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9:08 a.m. – David Collins (WSP) arrived at the meeting.

2. Agency updates.

- WSP: Nothing new to report.
- WEM: In the final stages of completing the threat risk assessment. There have been challenges entering data into the assessment tool but we're working with ODP. Will need to talk with OJA on how best to read the risk results as well as the possibility of adjusting those results.
- OJA: We need to give thought to adjustment of risk results to bring back into reality. We've made arrangements for technical assistance beginning 1 Nov 03. We plan to submit by 31 Dec 03 but not any earlier as that triggers some of the grant clocks (i.e. 30-day clock will begin the first of the year). ODP needs to develop guidelines for the funding cycle for 04 funds. We expect the same funding level or higher as 03. Other money may be coming into the stream under the Law Enforcement Prevention Program. We are under time constraints to get funding out.
- CapPol: Working with threat assessments; the book is just about completed. We are working with OJA on security enhancements at the Capitol and state agencies. Reviewing COOP & COG (Continuation of Government) plans. Each state agency must submit a plan; however, there has been a loss of focus in this initiative. This needs to be completed and we are looking for guidance from HLS Council.
- DCI: Update on mines in the cornfield. On October 8<sup>th</sup>, two Sauk County farmers found a fake bomb with a note inside. We sent a message on WILENET out to agencies and went back to affected counties – Sauk, Dane, and Monroe. We're working with FBI and Joint Terrorism TF and are pursuing leads. There is a concern about renewed terrorist activity during Ramadan (Oct 27 – Nov 24). The Dept of Homeland Security notified states targeted; Wisconsin was not notified.
- DHFS: Completing DHFS agency assessment. We received funding under Part II of the 03 ODP grant. We are working a wireless project with the regional response teams and the State Lab of Hygiene for the instantaneous transmission of data from the site to the Lab. COOP & COG plans were completed in December 2002. On Oct 24, 2003 we received an advisory on the ricin letter in South Carolina. Sent advisory to HLS Council members. We want to continue to be vigilant on advisories. In an emergency situation, we would go through the WEM Duty Officer. NOTE: Ed Gleason questioned if the advisory went through the TIME system? First Responders indicated that if we get the information to them, they could distribute it to their counties. Tom Anderson replied that we need to review procedures for redundant systems and get advisories out locally to the right people. No other reports of ricin mailings. As an update on the recent exercises, we selected 7 hospital regions and held large table-top exercises. The exercises were heavily attended and went well. 03 funding will increase isolation capacities at hospitals. A number of First Responders have attended those exercises. Exercises have been held in LaCrosse and Wausau; Dane County's exercise will be held on Nov 7, 2003 at the Alliant Energy Center.

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- DMA: The Military Sub-Committee met at the Wisconsin Emergency Management Association (WEMA) Conference in Stevens Point, WI. The working group is starting to mature. Its purpose is to harness all military groups and reserve components in the event of an emergency. An exercise planning cell would respond. Although all Wisconsin Army National Guard MP's and Engineers have been mobilized to support current world operations, we still possess the residual capacity to respond to emergencies. You can expect the use of Reserve Component forces to continue in the future. Operations plans are current and up-to-date. We need to talk about the formation of additional working groups to support this Council. These working groups, similar to the first responder working group, will serve to keep the Council informed of their respective concerns.

Invited First Responder Reports.

- Kenosha County (Ben Schliesman): Thanks for keeping the First Responder group informed. Have questions on the latest status of equipping CST teams and the 20 Oct 03 meeting with Rep Kerkman and Rep Ladwig on various grants and funding sources for equipment and training.
  - Chair Wilkening (DMA): The announcement on the CST teams should be made shortly. We met with the legislators and Secretary McHale regarding our capabilities and their needs. The placement of the CST teams is based on population.
  - OJA: We need to look at ways to formalize the process to identify funding sources. ODP equipment funding is a moving target – okay one day, not the next. Have not yet seen funding guidelines for 04. We need to coordinate to make the best use of funding.
  - DHFS: The CDC grant doesn't allow for pharmaceuticals but the ODP grant does. DHFS worked with Chris Bacon (WEM) on a grant for training kits and auto-injectors for all levels of EMS service. We expect to send out the kits by the end of this year.
- Oneida County (Ken Kortenhof): Attended the DHFS exercise in Wausau; we came away with good information. Question on wireless data link between regional response teams and State Lab. What type of information is available? What about expanding this capability to Level B teams?
  - DHFS: We're looking at bandwidth and software questions. The purpose is to get information and lab expertise linked up to on-scene samplings. We need to look at getting Level B teams involved. Oneida County will send an email to DHFS asking for specific information and future involvement.
- Oneida County (Ken Kortenhof): Where do we stand on the State Communications plan? Is 04 funding available to counties?

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- OJA: The contract has still not been awarded due to procurement issues. Guidance probably still 6 months out. ODP has given us some flexibility. Will slow down/delay progress. Request for Proposal (RFP) defines the timeframe. Initial report due within 6 months of funding.

3. Briefing and discussion on development of statewide strategic plan.

The topic was generally updated in the previous discussion and questions from invited first responders. Chris Bacon stated that WEM staff met with Mike Kunesh of OJA and their consultant. Data will be entered into the database for roll-up purposes. We expect that the database will identify needs for future requirements/funding. The Strategic Plan should identify priorities for future expenditures. Ed Gleason added that we may have to re-look at numbers being entered. Will meet with counties to resolve issues. There needs to be a way to not reject local scoring but to reflect consistent threat vulnerability throughout the State.

9:57 a.m. – Wisconsin Chiefs of Police President (Chief Reisling) disconnects from the teleconference.

4. Briefing and discussion on OJA equipment funding and development of regional capabilities.

Don't know guidelines for 04 funding at this time. We're in the process of forming a team to evaluate and address issues. We made all 03 dollars available to county and local governments. We hope to expand equipment procurement bulletins. This would greatly expedite procurement of equipment and get it into the hands of first responders as well as would shortcut the procurement process. We have identified secondary issues of mutual aid and resource allocation/coordination.

5. Update on interoperability.

The general plan is to complete the study within 6 months of awarding the contract. Executive Committee to oversee the decision on expending funds.

6. Teleconference discussion with invited first responder representatives.

- Appleton (Chief Cameron): Will be meeting with other regional response team chiefs. Issues to be discussed include: How to provide high levels of capability without duplicating efforts/equipment; the best way to utilize local teams; concern about the highly technical equipment requirements; and the communication and coordination of funding.

**10:08 a.m. – Ended Conference Call with First Responders. Short break.**

**10:25 a.m. – Meeting Reconvened.** David Collins (WSP) left the meeting for another appointment.

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7. Follow-up discussion regarding Oct 8, 2003 briefing before the Senate Committee on Homeland Security, Veterans and Military Affairs and Government Reform.

- Ed Gleason (WEM): Recommends the HLS Council offer to brief legislators who may be interested in an update.
- OJA: Committee got flavor of concerns from the testimony, however, no major issues/concerns. No sense that we needed to address new issues. Impressed with the individuals who testified.
- Ed Gleason (WEM): Lesson learned collectively – look like a team and work together. Need to show uniformity. Develop strategic view and move forward. “Guide discussion” vs let discussion be guided for us.
- Chair Wilkening: Keep small size working groups – large groups don’t work.

8. Briefing and discussion with representatives from the WI Dept of Agriculture, Trade and Consumer Protection.

Representatives present: Martin Hennert, DATCP Executive Assistant; Dick Lorang, an LTE lured out of retirement, former Deputy Secretary at DHFS; Barb Knapp, DATCP Budget Director; and Sue Buroker, DATCP Division Administrator for Management Services.

- Barb Knapp – Threat assessment. Power point presentation. Hard copy given to all Council members. See Attachment 1.
- Dick Lorang – Emergency Preparedness Assessment. Power point presentation. Hard copy given to all Council members. See Attachment 2.

Tom Anderson stated that he appreciated the work by DATCP. The Agency threat assessment presented is a good tool for use by all State agencies as “benchmarks”. There were two instances that DHFS and DATCP worked on; one was a threat and one an actual event. Both events pointed to the threat to agriculture, which is a huge impact on Wisconsin’s economy.

9. Other Business.

Chair Wilkening. Will be seeking input from Council members about the formation of working groups to assist the Homeland Security Council on various initiatives. The goal is to provide information on these workgroups to the Governor by Thanksgiving.

10. Public comments.

No other comments from the Council or the public.

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Governor

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11. Set date, time and place of next meeting.

The next meeting will be TBA.

12. Adjournment.

A motion was made by Mike Metcalf and seconded by Ed Gleason to adjourn the meeting. **Motion carried.**

**11:09 a.m. – Meeting Adjourned.**